



**FRANKLIN COUNTY CHILD SUPPORT
ENFORCEMENT AGENCY**
80 E. Fulton Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Software Specialist **PCN:** 081571
(Bargaining Unit)

DEPARTMENT: Information Technology **P.R.:** T11

REPORTS TO: Emily Sacksteder, Network Technical Lead

RESPONSIBILITIES: Install and configure desktop equipment, software, and printers. Troubleshoot, investigate, and correct various desktop problems within the network. Install system upgrades to desktops, create and modify security access profiles, perform password reset, and recover files. Provide technical assistance to Agency employees by answering questions and responding to internal complaints or problems. Instruct users on desktop, equipment, and software usage. Maintain inventory of desktop equipment and software. Prepare correspondence, file, and maintain employee security records.

MINIMUM QUALIFICATIONS: Associates degree with coursework emphasis in business administration with three (3) years of clerical or office administration experience; or any equivalent combination of training and experience.

STARTING SALARY: \$18.14/hour, plus a comprehensive benefits package.
120 Day Probationary Period

DATE POSTED: Tuesday, May 17, 2016

DEADLINE TO APPLY: Tuesday, May 31, 2016

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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